



Abuse in Care

Royal Commission of Inquiry

Solicitor / Legal Advisor (Senior)

The Abuse in Care Royal Commission is investigating the abuse and neglect of children, young people and vulnerable adults who were in the care of the State and faith-based institutions between 1959 and 1999.

The Inquiry is examining what happened and why and will make recommendations aimed at stopping this happening in the future.

Te Tiriti o Waitangi is the founding document of New Zealand and the Royal Commission is committed to applying the principles of Te Tiriti to the Inquiry - our terms of reference recognise the status of iwi and Māori under Te Tiriti, and ours is the first Inquiry of this nature that formally acknowledges its indigenous population in this way. The Inquiry will partner with Māori throughout the inquiry process and will give appropriate recognition to Māori interests, acknowledging the disproportionate representation of Māori (particularly of children and young people in care).

Our vision

Transforming the way, we, as a nation, care for children, young people and vulnerable adults in our communities.

Our values



Reciprocity and balance



Independence and determination



Transparency



Aroha

To learn more about the Royal Commission visit www.abuseincare.org.nz

Role details

Business unit	Legal and Investigations	Directorate	Survivor Accounts, Research and Policy, and Investigations
Reports to	Solicitor Assisting	Location	Wellington

Survivor Accounts, Research, Policy and Investigations

The Survivor Accounts, Research, Policy and Investigations Directorate is made up of four business units:

- Survivor Accounts (Contact and Support Centre, Survivor Wellbeing and Private Sessions)
- Research and Policy
- Legal and Investigations
- Community Engagement

The purpose of the Directorate is to provide support and services to survivors, victims and stakeholders that ensure the Royal Commission fulfils its obligations under the Terms of Reference.

Legal and Investigations Team

The Legal and Investigations team sits within the Survivor Accounts, Research, Policy and Investigations Directorate.

Our team works closely with Counsel Assisting, Research and Policy and other teams of the Inquiry to pursue and deliver the Inquiry's terms of reference and investigations programme. As a key part of the multidisciplinary investigation teams, we undertake and support the Inquiry's information and evidence gathering, analysis and reporting through investigations, public hearings, wānanga, hui, fono and roundtables, and report writing.

The Legal and Investigations team is also responsible for establishing processes and procedures for obtaining, handling, disclosing and publishing sensitive evidence and information. We also provide legal advice on a multitude of issues across the Inquiry, including to the Commissioners, the Executive Director and other members of the Secretariat.

What you'll do

As part of the Legal and Investigations team, the Solicitor/Legal Advisor will work with Lead Counsel Assisting to provide strategic leadership of an investigation team and be directly involved in the smooth running of the investigation. The Solicitor/Legal Advisor will also provide legal advice and support to the Inquiry. As part of this role, the Solicitor/Legal Advisor will oversee the investigation team's work, including interviewing witnesses, legal research, and drafting, evidence analysis, document management, and will assist with the conduct of public hearings and the provision of training and other forms of support.

Accountabilities	Responsibilities
Investigation Management	<ul style="list-style-type: none">▪ Provide strategic leadership of the investigation and management of the investigation team▪ Lead the development and oversight of the investigation plan, including overseeing evidence gathering and report writing▪ Oversee the management of information and evidence received by the investigation team▪ Lead matters relating to the smooth running of the investigation, such as budget and other administrative matters▪ Review documents and material prepared by team members to ensure that the work produced is accurate, consistent and of a high quality▪ Lead the implementation within the team of culturally competent and trauma informed investigation practices▪ Assist in the development of team members and high level of capability of the team by sharing knowledge, and by providing guidance, support and constructive feedback▪ Provide, or contribute to the provision of, training and support for members of the investigation team, as well the Legal and Investigations Team and the staff of the Inquiry generally▪ Work effectively with and regularly report to the Solicitor Assisting and Deputy Solicitor Assisting.
Legal Advice and Analysis	<ul style="list-style-type: none">▪ Provide high quality specialist legal advice and support to the Solicitor Assisting, Deputy Solicitor Assisting, as well as to the Commissioners and Executive Director, as requested▪ Provide oversight and review of legal and evidential analysis of information and evidence received by the investigation team.
Relationship Management	<ul style="list-style-type: none">▪ Build and maintain effective and collaborative relationships with the Solicitor Assisting, Deputy Solicitor Assisting, Counsel Assisting, Commissioners, and other colleagues within the Inquiry▪ Build and maintain effective relationships with external third parties.

What you'll do Continued

Accountabilities	Responsibilities
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ Support a focus within the Inquiry that is consistent with Te Tiriti o Waitangi.
Leadership	<ul style="list-style-type: none"> ▪ As leaders, our role is to manage the performance of our teams, to develop their capability through coaching, mentoring, learning and development and actively sharing our knowledge and expertise.
Risk Management	<ul style="list-style-type: none"> ▪ Comply with specific legislative requirements, adhere to the Royal Commission's policies and procedures, and report or escalate risks, issues and events. ▪ Maintain a strict sense of professional ethics, confidentiality and privacy, and abiding by the public service Code of Conduct.
Health and safety	<ol style="list-style-type: none"> 1. Anybody that has responsibility for a person/s must comply with the requirements of the Commission's health and safety policies. It is an expectation that this will include: <ul style="list-style-type: none"> ▪ Communicating health and safety expectations with workers and enable participation in training; ▪ Monitoring compliance and ensure the accurate reporting, recording and investigation of workplace incidents; ▪ Supporting the early return to work of employees following injury or illness; ▪ Upholding health and safety standards in the workplace and foster active worker participation in health and safety. 2. Everyone is required to: <ul style="list-style-type: none"> ▪ Take reasonable care for their own health and safety ▪ Take reasonable care that they do not adversely affect the health and safety of other people ▪ Co-operate with any reasonable workplace policy or procedure that has been communicated ▪ Comply, with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations.

Qualifications

Qualifications	
	<ul style="list-style-type: none"> ▪ Bachelor of Laws (LLB) ▪ Holds a current practising certificate from the New Zealand Law Society (or the ability to obtain a practising certificate quickly).

Experience

Experience and knowledge	Strong demonstrable knowledge of and experience in: <ul style="list-style-type: none"> ■ 7+ years PQE. ■ Successful applicants will have previous experience in a legal setting, with the ability to work collaboratively in a highly complex environment and across professional disciplines ■ Communication, written and verbal, to a high standard and with a variety of audiences ■ Management or supervision of junior colleagues.
Variations to Duties	Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.
Inclusion and Diversity	Here at the Royal Commission, we foster relationships with all people, including Māori, Pacific People, LGBTIQA+, and disabled communities. Your work life balance is important to us. We acknowledge that non-standard working practices can often be a preferable way for people to work to help them maintain a healthy work-life balance. We will proactively work with you to make your flexible working arrangement work where possible.
Travel	May be required.

Role dimensions

Reports

Direct reports	Yes	Indirect reports	Nil
Financial Delegations:	Yes	Non-Financial Delegations:	Nil

Key relationships

Internal	<ul style="list-style-type: none"> ■ Solicitor Assisting ■ Deputy Solicitor Assisting ■ Counsel Assisting ■ Commissioners ■ Investigation team members ■ Inquiry colleagues 	External	<ul style="list-style-type: none"> ■ Core Participants ■ Witnesses ■ Legal representatives ■ Other organisations and representatives
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Your success profile for this role

At the Royal Commission, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <u>Senior Leader</u>	Keys to Success: <ul style="list-style-type: none"> ■ Driving innovation and transformation ■ Strategic agility ■ Political savvy ■ Empowering people for success ■ Inspiring others through vision and purpose
Last reviewed	February 2021